



Purchase Department
Pakistan Institute of Medical Sciences - PIMS
G-8/3, Islamabad



Tender S. ____

**STANDARD BIDDING DOCUMENTS
FOR OPERATIONS OF STAFF WELFARE CANTEEN AT PIMS
FOR THE PERIOD OF 02 YEARS
(SINGLE STAGE - TWO ENVELOPE PROCEDURE)**

Due on _____ till 11:00 AM.

Sr. #	Special Instructions for Vendors (Please read carefully)
1	All vendors will obtain tender receipt of Rs. 2000/- from Accounts Branch PIMS after vetting the request from Purchase Department within stipulated period mentioned in concerned advertisement in order to participate in said tender. In case of non-compliance bid will not be entertained/ considered.
2	Vendors / Firms will be required to upload their proposals/ bids through E-PADS portal available at PPRA website within due date and time mentioned above. Hard Copies will not be entertained.
3	The vendors/ Firms will drop the original Pay Order/ CDR amounting to Rs. 2 Lac (200,000/-) , as bid security in favor of Executive Director PIMS, Islamabad (cross/open Cheque will not be accepted) along with original requisite affidavit on Stamp (court) paper of at least Rs. 100/- with copy of tender receipt by hand in the tender box placed at Purchase Department, G-8/3, Islamabad till 1100 hrs on prescribed date announced in the Advertisement in an envelope addressed to the Executive Director, PIMS Islamabad. In case of non-compliance the bid will be cancelled.

Tender Schedule Issued to M/s _____

Vide Receipt No _____ Dated _____

Tender clauses

The tender will be **Single Stage - two Envelops procedure** (PPRA Procurement Code 36 -b) and must be uploaded on E-PADS portal available at PPRA website, However, the vendors will drop original CDR along with copy of Tender receipt by hand in the tender Box placed at Purchase Department, G-8/3, Islamabad till 1100 hrs on prescribed date announced in the Advertisement in an envelope addressed to the Executive Director, PIMS Islamabad.

Name of Work: **OPERATIONS OF STAFF WELFARE CANTEEN AT PAKISTAN INSTITUTE OF MEDICAL SCIENCES, G-8/3, ISLAMABAD, FOR A PERIOD OF 02 YEARS.**

1. The bid shall comprise and uploaded through E-PADS as Technical and Financial offers.
2. Initially, only the **"TECHNICAL PROPOSAL"** downloaded from E-PADS shall be proceeded and after successful completion of evaluation of technical proposal the **"FINANCIAL PROPOSAL"** will be proceeded accordingly in accordance with the standing orders of PPRA.
3. The Procuring agency shall evaluate the technical proposal in a manner prescribed in advance without reference to the price and reject any proposal, which do not confirm to the specified requirements.
4. **Any offer that is conditional, ambiguous or incomplete in any respect shall be rejected. No supplementary or revised offer shall be accepted after the tender opening.**
5. The technical proposal of bids shall be opened publicly at a time date and venue announced and communicated to the bidders in advance.
6. After the evaluation and approval of the technical proposals the procuring agency shall at a time within the bid validity period publicly open the financial proposal of the technically accepted bids only.
7. The bid quoted **highest** by the firm shall be accepted
8. The Executive Director, Pakistan Institute of Medical Sciences (PIMS) reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with the PPRA Rule 2004.

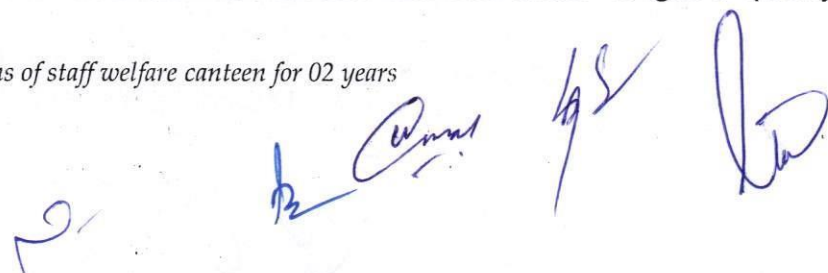


**TERMS AND CONDITIONS FOR OPERATIONS OF STAFF WELFARE CANTEEN
AT PIMS, ISLAMABAD FOR A PERIOD OF 02 YEARS**

Please read the terms and conditions carefully before proceeding further.

A. General Conditions: -

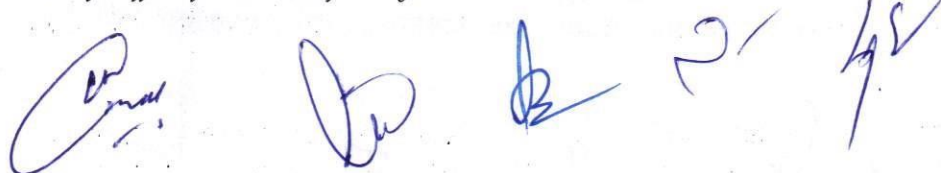
1. The contract will be valid for **two (02) years** from the date of commencement (Handing over of the site); However, Contractor / Firm will continue their services at PIMS on the same rates and terms & conditions of tender till the finalization of new contract after completion of their tenure or as per decision of PIMS authorities regarding vacation of space.
2. Canteen will be operational 24/7, throughout the year, however, will follow the Ramazan timings during the holy month.
3. Financial bid should be submitted in PKR and in typed form. Hand Written bids will not be accepted.
4. Bid validity is **120 days** from the date of opening the tender.
5. The approved rates will be valid for the whole contract period and there will be no increase in rates, and no escalation clause.
6. Payment of all kind of taxes / duties will be responsibility of the successful firm /Contractor.
7. On receiving letter of intent, the firm will submit 10 percent performance guarantee as well as signed contract agreement on non-judicial paper of PKR 2000/- alongwith all necessary documentation in accordance with terms and conditions within 5 days Award letter will be issued after submission of the same.
8. A Bidder is required to upload on EPADS and original is to be submitted at the time of opening of bid, a **bid security of Rs.200,000/- (Rupees two hundred thousand Only)** (the "Bid Security").
9. The successful firm / contractor will submit security deposit amounting of **10% of total contract amount** in shape of CDR / Pay Order or Bank Guarantee in favor of Executive Director PIMS after issuance of letter of intent and before issuance of award letter and taking over the site. The security deposit will be released after the completion of contract period subject to the NOC from authorized PIMS officers.
10. The firm will be responsible for operations, security, management, cleanliness and compliance to the food quality standards and other regulatory requirements during the contract period for the operations of staff welfare canteen.
11. The Successful firm / contractor will sell items of good quality and recognized



standards.

12. No General Store items i.e (Karyana) will be allowed for sale.
13. The rent will be fixed through competitive bidding for **4400 square feet area** of site provided having **2 floors and mumty available** as utilization space for the operations of staff welfare canteen. The rent will commence from the date of handing / taking over of site.
14. The successful firm/ Contractor will be bound to pay rent by 5th of each month without any delay and original cheque / receipt will be submitted to finance section and a copy will be submitted in purchase department of the same. In case of delay payment penalty will be imposed as per penalty clause.
15. Water supply source will be provided by PIMS however providing and installation of material required for water supply will be made available and done by contractor.
16. Electric meter will be installed by PIMS after issuance of required NOC from PIMS upon request of contractor and all associated charges will be borne by the contractor. Monthly bill provided by Engineering Department PIMS will be required to be paid in accounts department and copy to be submitted to engineering department.
17. LPG cylinders will be used by contractor with sole responsibility of safety at its own expense.
18. After issuance of award letter, site will be handed over to the successful firm/contractor by the estate office only after completion of all codal formalities and completion of all documentation required regarding Human resource etc.
19. Inventory list will be provided to successful bidder / contractor by PIMS and same items are to be returned to the PIMS by successful bidder / contractor without any damage at the end of contract period. Any damage to the property or theft of any item will be responsibility of contractor and will be addressed by contractor in all cases. The contractor will be responsible for the day-to-day repair/maintenance of all civil, electrical & mechanical inventories of Cafeteria and will hand over the possession of building in good condition to PIMS on the expiry of contract period.
20. The successful firm/contractor will be responsible for suitable up-gradation / up-keep of the interior / exterior including repairing of roof, new false ceiling, Floor & wall tile and paint work of Doctor's Cafeteria, new furniture & fixture, Split ACs and equipped in accordance with the entire satisfaction of the Non-Medical and Engineering department. All maintenance/ up-gradation (initial and subsequent) by the contractor will not be adjusted / refunded / re-imbursed by PIMS in any form. At the completion of contract all up- graduations/fixture will become PIMS property. If the contractor does not comply and leave the premises in good standing, his security deposit will be forfeited accordingly.

21. No structural modification and extension beyond the existing map will be allowed in the building. Any encroachment beyond the actual Square feet measurement of site provided will be penalized and a financial penalty of Rs. 100,000/- will be imposed, which contractor will have to submit and structural modification will be restored to original immediately by PIMS. Any cost related to damages caused by this encroachment to PIMS property, will also be borne by the contractor.
22. The successful firm/contractor will be required to employ sufficient, competent and civilized staff to ensure quality and prompt services.
23. The contractor will be responsible for Recruitment, background verification, and police clearance for all canteen employees. Ensure security of the canteen equipment.
24. The successful firm/contractor will be responsible for proper house-keeping/ maintaining strict hygienic conditions at all time and will also be responsible for the cleanliness of the surroundings areas of the canteen premises.
25. No encroachment out of designated area will be allowed in any case. Any stand / material / booth etc. outside designated area will be confiscated without any notice and PKR 100,000 Fine will be imposed at the spot.
26. Expansion of business / building beyond the approved limits will not be permissible.
27. "No Smoking" signs will be prominently displayed both inside and outside the canteen by the contractor.
28. The successful firm/contractor will submit list of his employees with full address and copy of CNIC to the Security Department PIMS.
29. Contractor will ensure that the staff employed will be medically fit, free from any communicable disease, and of sound mental health, to perform duties in a public setting. The contractor shall be fully responsible for ensuring compliance with these requirements. Any incident, health-related issue, or spread of disease resulting from the compromised health of an employee shall be the sole responsibility of the contractor, including liability for any legal proceedings arising therefrom."
30. The successful firm/contractor shall ensure security surveillance of the canteen premises.
31. Arrangements / availability of sufficient quality crockery/utensils and furniture shall be the responsibility of the successful firm/contractor. Substandard and insufficient arrangement will be liable to penalties as per list provided in eligibility criteria.
32. Any disposable item not allowed by EPA and Islamabad authorities shall not be sold on staff welfare canteen and all bylaws are to be followed of EPA and ICT authorities.



33. The successful firm/contractor will be required to display the approved items rate list for the Staff welfare canteen of PIMS at prominent places inside canteen and at payment counter at all times.
34. The successful firm/contractor will sell branded items of good quality and recognized standards only. The Contractor will only use cooking material i.e Cooking Oil & Spices of patent / standard brands.
35. Selling of cigarettes/other tobacco products, un-branded & substandard food items and banned items will be strictly prohibited.
36. The successful firm/contractor will not be authorized to sublet all or part of the business/building at all. Any irregularity will be liable to termination of contract and/or confiscation of all furniture & fixture of all or a part of the business.
37. Three/Five members "**Monitoring Committee**" formulated by the Competent Authority will conduct monitoring/supervision and performance evaluation on quarterly basis to inspect the food quality. However committee can visit at any time and report any irregularity to the Executive Director, PIMS.
38. The Monitoring Committee may recommend/ direct the firm/contractor for minor adjustments for improvement of services. Serious flaws/ irregularities will be reported by the committee to the Non-Medical department for onward submission to the authority.
39. The Executive Director PIMS may impose any suitable penalty including the termination of contract, as and when recommended by the Monitoring Committee or any other suitable/relevant forum/ officer.
40. If the cleanliness (hygiene, environmental cleanliness) of the premises and staff is found/reported un-satisfactory and selling of substandard & poor branded food at any time, the firm/contractor will be fined Rs. 1000/-. On second complaint, a fine of Rs.5000/- will be imposed and on third complaint, the contract may be terminated as per decision of authority.
41. If the firm/contractor failed to improve his attitude and services despite multiple complaints and penalties for three successive notices, the Competent Authority reserve the right to terminate the contract after serving a final notice.
42. In case of damage to the institute property by the contractor or his employees, the necessary repair will be carried out at the risk and cost of the contractor with information and consent of the Civil Engineering department of PIMS.
43. In case of non-depositing of monthly bills by 5th of every month Rent, a penalty of PKR 15,000/- (fifteen thousand per/day) of total amount payable will be charged from 6th day of relevant month till the dues are cleared. All services will be disconnected

automatically if non-payment is not addressed for 2 consecutive months.

44. Water charges of Rs 5000 per month will be paid by the contractor in Accounts department before 5th of every month.
45. If the contractor is found selling cigarettes, tobacco products or banned items, a fine of Rs.5,000/- will be imposed on first offence and in case of any subsequent offence will result in termination of contract without notice.
46. However, in case of termination of Contract Agreement, the PIMS Administration will serve 60 days advance notice to the Contractor. In case the contractor decides to discontinue the contract, then the Contractor will also be responsible to give **60 days advance notice** to the PIMS Authority for termination of premature contract.
47. In case of any dispute, the decision of the Executive Director PIMS will be final and will not be challengeable at any forum or Court of Law.
48. If an arbitrator is required, Executive Director will act as an arbitrator and the arbitrator's decision will be binding/final and not challengeable at any forum or court of law

I/We have read and fully agreed with the above mentioned terms and conditions.

Name of Firm/Contractor.

Signature with Stamp.

Correct Postal Address.

Landline Telephone / Cell Number.

The block contains several handwritten signatures and initials in blue ink. From left to right, there is a large, stylized signature, followed by a smaller signature, then a set of initials 'B', and finally two more sets of initials, one of which appears to be 'PS'.

ELIGIBILITY & EVALUATION CRITERIA

Mandatory Requirements:

The firm will upload the following mandatory documents through E-PADS.

Registration (Mandatory)

- i. Name of organization/ set up registered with the Government with address, Contact No. and email.
- ii. Copy of the CNIC of the Owner
- iii. Must be listed in Active Taxpayer List (ATL) of FBR (FBR Certificate).
- iv. Active NTN Status
- v. Active STRN Status

Experience (Mandatory)

- vi. Sealed tenders are invited from reputable and specialized firms having minimum 03 years' experience in the operations of canteens in private or public hospitals with at least 500 employees / staff / clients etc.
- vii. Undertaking by the firm on Stamp paper not less than Rs. 100/- that the firm is not blacklisted/ penalized by any Government Departments or private organizations.

NOTE:

- *The bidder shall fill this checklist carefully & attach the relevant documents in the same sequence as prescribed. The said criteria will determine the eligibility of bidders, failing which the firm/bidder will be disqualified.*
- *The firm/bidder that will provide or it be proven that incorrect/ false information/ document has been provided is liable to be disqualified & blacklisted from PIMS.*

Approved Items Rates for Staff

Note: Contractor is allowed to sell other eatables on open market rates apart from this list but they should be of good quality and price

Sr no	Name of Items	Rates for Staff (Rs)
1	Omelet with Paratha	120
2	Omelet for one egg	60
3	Paratha	60
4	Egg Fry	50
5	Plain Channa per plate	120
6	Tea Bag Tea	50
7	Green Tea	40
8	Doodh Patti	70
9	Chicken Qorma per plate	150
10	Mince Potato (Vehri) per Plate	150
11	Mix Vegetable per Plate	100
12	Dal Channa/mash/mong Per Plate	120
13	Curry Pakora per Plate	120
14	Chapati/Tandoori Roti (Nan) 150g	DCI/ICT Rates
15	Plain white Rice per Plate	100
16	Sweet Dish (Kheer) / custard per serving	100
17	Samosa with Potato (good filling)	50
18	Vegetable Samosa/Roll (good filling)	50
19	Dal Chawal	150
20	Chicken Biryani / Palao with raita	200
21	Softdrink pepsi / coke / fanta / sprite / next cola / gourmet cola etc.	As per market rates
22	Juices Nestle / slice / shezan etc.	As per market rates
23	Biscuit Peakfreans / Sooper / gala / digestive sugar free etc	As per market rates



FINANCIAL BID PERFORMA
OPERATIONS OF STAFF WELFARE CANTEEN PIMS FOR PERIOD OF 02 YEARS

I / We have read and fully agreed with the prescribed terms and conditions and the rates fixed for whole period of contract for the OPERATIONS OF STAFF WELFARE CANTEEN PIMS and will pay the Monthly Rent to PIMS for the covered area of 4400 Sqft.

Total Rent without GST will be Rs _____ Per month.

Note: The Contract will be awarded to the firm qualified technically, offered highest rent. Payment of all kind of taxes, duties & utility bills will be the responsibility of firm. There will be no annual increase in monthly rent during the contract period.

Name of Company / Contractor: _____

Name of Contact/authorized Person: _____

Designation: _____

Signature & Stamp: _____

Landline Phone No & Cell No: _____

Address: _____